



# Walk Through

[www.employeeexpress.gov](http://www.employeeexpress.gov)



allows employees of participating agencies to have greater control over their benefits by permitting online changes. However, to use Employee Express, you must have an EE PIN.

### **How to get an EE PIN:**

The Office of Personnel Management mails EE PINs to new employees about two weeks after the employee enters on duty. If your PIN is lost or forgotten, a replacement can be obtained by calling the OPM-Macon Help Desk at 478-757-3030 and choosing the PIN option, or by using Employee Express on the Web and making a PIN request on-line. Note that for security reasons, the Help Desk will not issue and mail a new PIN to any address other than the official one on file. Therefore, please ensure that your human resources office has your current mailing address on file. You may locate your human resources office at: <http://hr.od.nih.gov/Benefits/Dhrobranchlocation.htm>.

The Online PIN Request feature allows an employee who belongs to a participating agency of Employee Express to request a password that will be forwarded to you via e-mail within one business day. In order to request a password, the employee must have a valid e-mail address which ends in .gov or .edu. Personal data must be inputted exactly as it is reported on your earnings and leave statement (payslip).

To begin an online PIN request, click on the “Forgot PIN?” button on the Main page. Follow the prompts to request a password. (If you need assistance to complete the personal information, please contact your servicing Personnel Office. You may locate your human resources office at: <http://hr.od.nih.gov/Benefits/Dhrobranchlocation.htm>.) Once all information has been validated a password is provided via e-mail. You must then re-enter the Employee Express On-line PIN Request feature to retrieve a PIN by entering the user-id (which is the e-mail address) and the password. You will then be prompted to enter a valid 4 to 8-digit PIN. This PIN can then be used to access the Employee Express database for payroll changes.

### **How to Access Employee Express:**

Employees can access Employee Express through the Employee Express website at: [www.employeeexpress.gov](http://www.employeeexpress.gov). Enter your SSN and PIN, then Agency. Your personal benefit options will appear. You may then make your changes.

Employees may also use Employee Express by telephone at (478) 757-3088 from work, or (800) 573-0940 from home. To use Employee Express by phone, enter your SSN and PIN, then follow the telephone prompts to make changes.

## **How to get Assistance:**

To obtain assistance for Employee Express, you can call the OPM/EE Help Desk (in Macon, GA) at 478-757-3030 or 800-573-0940 from home. Hearing impaired employees may call 478-757-3117 or 888-880-0412. The help desk is available Monday through Friday between 7 a.m. and 7 p.m. ET. At other times, a message may be left and someone from the Help Desk will return your call. You may also contact the Help Desk via email at [EEXHELP@OPM.GOV](mailto:EEXHELP@OPM.GOV). However, you must include your full name (as it appears on your earnings and leave statement), your agency's name, your phone number and a brief description of your problem in your message. Questions concerning specific personnel and payroll information should be directed to your servicing personnel office. You may locate your human resources office at: <http://hr.od.nih.gov/Benefits/Dhrobranchlocation.htm>.

The Help Desk provides the following services:

- Explains the options available and how to make your changes using Employee Express. The options are: Taxes, Financial Allotments, Direct Deposit, Address Changes, Thrift Savings, Health Benefits, Savings Bonds, Combined Federal Campaign (CFC) and PIN changes.
- Provides numbers for the phone system, locations for touch screens and contacts for your servicing personnel office.
- Issues a new PIN for all agencies, except for GSA.
- Provides a confirmation letter for benefits changes made through Employee Express.

For ALL other personnel or payroll information please contact your servicing personnel office.

If you would like to email the EE help desk, you must include the following in your message:

- Your Full Name - as appears on your earnings and leave statement
- Your Agency's Name - DHHS
- Your Phone Number
- A Brief Description of your problem

DO NOT include your Social Security Number (SSN) or Personal Identification Number (PIN) in your message. Send the email to [EEXHELP@OPM.GOV](mailto:EEXHELP@OPM.GOV)

## **Who can use Employee Express:**

Federal civilian employees of DHHS.

## **Who cannot use Employee Express:**

- Commissioned Corps Officers
- Guest Researchers
- Visiting Fellows
- Other non-FTE positions, e.g., ITRAs

## **Actions that can be performed in Employee Express:**

### Federal Tax

- Changes in marital status
- Number of Exemptions
- Amount of Additional Deduction
- File Exempt from withholding

### State Tax

- Number of Exemptions for current state
- Amount of Additional Deduction

### Direct Deposit - Savings and Checking only

- Start – need bank routing and account number
- Change in Allotment

### Financial Allotments – for employees with Direct Deposit only

- Start new allotment
- Change an existing allotment
- Stop an existing allotment

Must have financial institution's routing number, account number and account type.

Cannot be used for charity, savings bonds, garnishments, or other organizational dues.

### Health Benefits (FEHB) – Open Season only

- Enroll in any health plan
- Cancel enrollment
- Participate or Waive Premium Conversion
- Change from one plan to another
- Change coverage (self only or family)

### Health Benefits (FEHB) – Non-Open Season

- If **not** participating in Premium Conversion – Cancel enrollment
- If **not** participating in Premium Conversion – Change from Self and Family to Self only with present health benefit carrier

### Thrift Savings Plan (TSP)

- Start enrollment during open season
- Change dollar amount or percentage of pay during open season
- TSP Catch Up Contributions (must be age 50 or older and contributing the maximum for your regular TSP contributions.)
- Cancel contributions at anytime during the year

### Home Address Change

- Change any or part of your home address

### PIN Change

- Change PIN Number

## **Actions that cannot be performed in Employee Express:**

### State Tax

- Change your State
- File exempt from state withholding
- Designation of marital status
- File initial state withholdings
- Claim more than 10 exemptions

### Federal Employees Health Benefits and FEHB Pre-Tax Action (Premium conversion)

- If participating in Premium Conversion - EE changes are permitted only during Open Season

### Thrift Savings Plan (TSP)

- TSP – initial TSP elections – must submit TSP-1 to servicing personnel office
- TSP – loan application – must go to TSP website ([www.tsp.gov](http://www.tsp.gov)) using your TSP PIN
- TSP – changes in future TSP allocations between funds – must go to TSP website ([www.tsp.gov](http://www.tsp.gov)) using your TSP PIN

### Other Actions

- Name Changes
- Combined Federal Campaign (CFC) charity deductions
- Long-Term Care (LTC) actions
- Initial entrance on duty (EOD) forms
- Savings Bonds actions
- Federal Employees Life Insurance (FELI) – all actions
- Flexible Spending Account (FSA) actions

## **Who to Contact if an EE Transaction/Change is not Reflected on your Earnings and Leave Statement:**

If you received a confirmation date when you completed your transaction and the effective date Employee Express provided has passed, see your human resources representative to check your transaction.

If you did not receive a confirmation date, contact the OPM-Macon Help Desk who can track and verify if the transaction was completed. The Help Desk number is 478-757-3030.

Go to Employee Express at: [www.employeeexpress.gov](http://www.employeeexpress.gov)  
At the Welcome screen enter:

- Your Social Security Number, and
- Your PIN

Employee Express - Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://www.employeeexpress.gov/>

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**Welcome to Employee Express.**

Employee Express puts federal employees in control of their payroll-personnel information.

If your agency is a [participant in Employee Express](#), you can view and make changes online to your personnel-payroll information. Employee Express transfers your change request to your servicing payroll-personnel office eliminating the need to submit a paper form. It is that easy!

**Sign In**

Employee Express is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into Employee Express indicates you have read and accepted the [Full Terms and Conditions of Use](#), and you consent to security testing and monitoring.

Social Security Number (no dashes)

PIN:

[Lost or Forgot PIN](#)

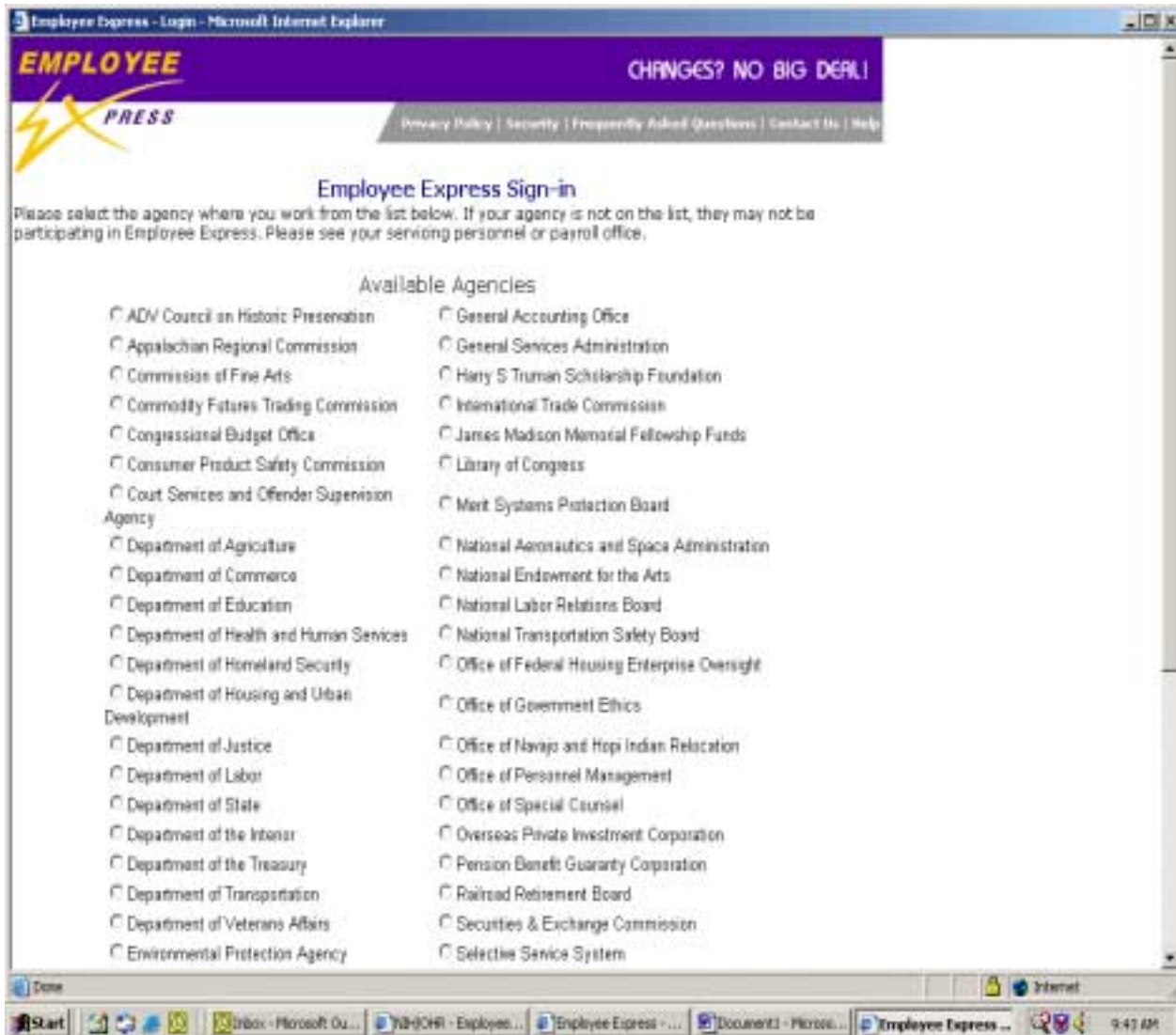
System Requirements	Open Season Information	System Availability / Announcements
<b>Your Current System Settings:</b> Browser: • Microsoft Internet Explorer 6 • Javascript Enabled <b>Monitor Resolutions:</b> Employee Express is best viewed at 800 x 600 resolution	No messages at this time.	<b>Attention USDA Employees:</b> The TSP catch-up option will be available August 15.  Welcome to the newly redesigned Employee Express System!  The Department of Veterans Affairs is our

Start | Internet

Taskbar: Start, Internet Explorer, Outlook, EE Screenshots..., Employee Express, Using Employee..., NEH/OHR - Empl..., Employee Exp..., 10:36 AM

At the Sign-in screen, click on:

- Department of Health and Human Services



The Main Menu allows you to view a summary of your benefits and make changes to the following:


- Federal Tax
- State Tax
- Direct Deposit
- Financial Allotments
- Federal Employees Health Benefits (FEHB)
- FEHB Premium Conversion
- Thrift Savings Plan
- TSP Catch Up Contributions
- Home Address

From this page, you can make change your Employee Express Personal Identification Number (PIN). You can also access the retirement estimator and the TSP website.



To view a summary of your benefit information, click on “View Summary Benefits.”  
From this screen you can see your current elections.

Summary Page - Microsoft Internet Explorer



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### Summary of Benefit Information

A summary of your Employee Express information as of April 19, 2003 appears below. If you wish to make a change or view any of the items, select the corresponding feature title link. Employee Express will then display your detail information and guide you through the change process.

<p><u>Direct Deposit</u></p> <p>Bank Routing Code: 271182524</p> <p>Account Number: 000000000000000000</p> <p>Account Type: Checking</p>	<p><u>Federal Tax</u></p> <p>Filing Status: M</p> <p>Exemptions: 1</p> <p>Additional: 0.00</p>	<p><u>Federal Employee Health Benefits</u></p> <p>Plan: Blue Cross and Blue Shield Service Benefit</p> <p>Code: 105</p>
<p><u>Financial Allotment</u></p> <p>Allotment 1: 800.00</p> <p>Allotment 2: 300.00</p>	<p><u>Home Address</u></p> <p>Street 1: 1234 CONNECTICUT BLVD</p> <p>City: SILVER SPRING</p> <p>State: MD</p> <p>ZIP: 209011414</p>	<p><u>PIN Change</u></p> <p>Please select the "PIN Change" title to change your Employee Express Personal Identification Number (PIN).</p>
<p><u>State Tax</u></p> <p>Filing Status: M</p>	<p><u>Thrift Savings Plan</u></p> <p>Pay Period Deduction: 13%</p>	<p><u>Thrift Savings Plan Catch-Up</u></p> <p>Pay Period Deduction: 0.00</p>

Start | Internet | Inbox - Microsoft Ou... | NIH/OHR - Employee... | Employee Express - ... | Document1 - Microso... | Summary Page - ... | 9:44 AM

To view and change your Direct Deposit, click on “Direct Deposit” from the Main Menu, you will see the following:

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[Main Menu](#) [Sign Out](#)

### Direct Deposit Change

- Direct Deposit allows your paycheck to be electronically transferred to the financial institution of your choice.
- You may Start or Change a Direct Deposit.
- To Start or Change, you need your Financial Institution's Routing Number, Account Number and Account Type (Checking or Savings). You can obtain this information from your financial institution. If you change your Financial Institution's Routing Number, you may also need to change your Account Number and Account Type.

This information is current as of Pay Period ending **April 19, 2003**.

This action will be effective **August 09, 2003**; however, due to agency processing, it may be effective the next pay period.

Direct Deposit Items	Current	New
Bank Routing Code:	271182524	<input type="text" value="271182524"/>
	EDUCATION PERSONNEL FCU	
	1182 N WALNUT	
	DAWVILLE IL 61832 8000	
Account Number:	0000000000000000	<input type="text" value="0000000000000000"/>
Account Type:	Checking	<input checked="" type="radio"/> Checking <input type="radio"/> Savings

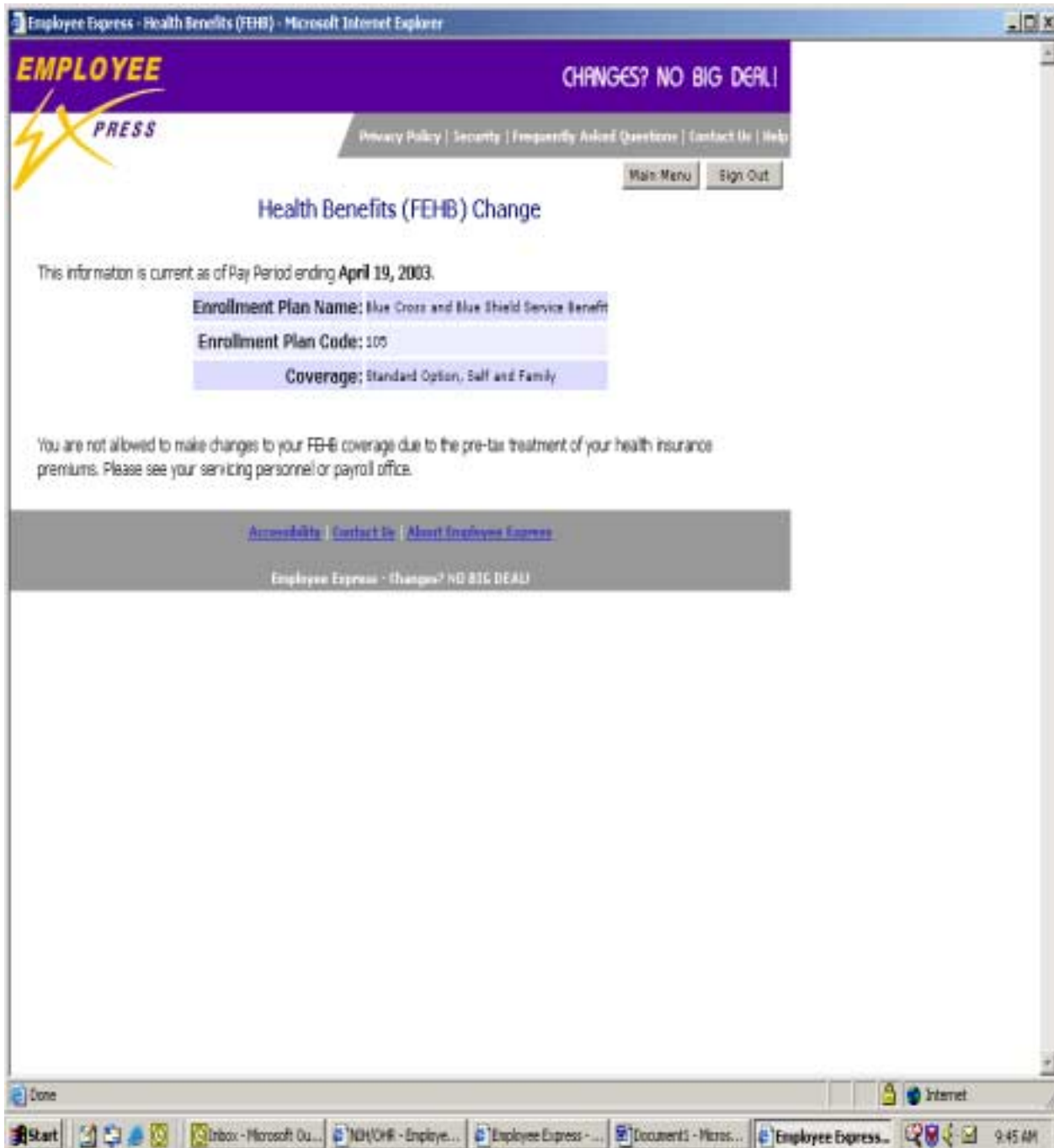
[Save](#) [Cancel](#)

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

From this screen, you can make changes to your bank routing code, account number, and account type. After changes are made click “Save”. To cancel, click on “Cancel”.

To view or make changes to your health benefits, click on FEHBP, you will see the following:



The page will show your enrollment plan name, enrollment plan code, and coverage.  
**NOTE:** You may not change or cancel your FEHB coverage if you are participating in the FEHBP Premium conversion.

To view and make changes your Federal Taxes, click on “Federal Tax” from the Main Menu. You will see the following:

The screenshot shows a web browser window titled "Employee Express - Federal Tax Module - Microsoft Internet Explorer". The page has a purple header with the "EMPLOYEE EXPRESS" logo and the text "CHANGES? NO BIG DEAL!". Below the header are links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". There are also "Main Menu" and "Sign Out" buttons. The main heading is "Federal Tax Change".

Below the heading is a list of bullet points:

- You may use Employee Express to change your Marital Status, your number of exemptions, the amount of an additional deduction, file your initial W-4 form, and file exempt from withholding. To file advanced earned income credit, please see your servicing personnel or payroll office.
- You cannot claim exemption from withholding if: (a) your income exceeds \$750 and includes more than \$250 of unearned income (e.g. interest and dividends) AND (b) another person can claim you as a dependent on their tax return.

Below the bullet points is a note: "This information is current as of Pay Period ending April 19, 2003." and another note: "This action will be effective August 09, 2003; however, due to agency processing, it may be effective the next pay period."

The form contains a table with three columns: "W-4 Items", "Current", and "New".

W-4 Items	Current	New
Marital Status:	Married	<input type="radio"/> Single <input checked="" type="radio"/> Married <input type="radio"/> Married but withholding at a higher single rate
Number of Exemptions:	1	<input type="text" value="1"/> (Max 99)
Additional Deduction Amount: \$	0	<input type="text" value="0"/> (Max 999)

Below the table are three buttons: "SAVE", "CANCEL", and "FILE EXEMPT".

At the bottom of the form are links for "Accessibility", "Contact Us", and "About Employee Express".

The browser's taskbar at the bottom shows the Start button, several open applications including "Inbox - Microsoft Outlook", "NDH/CHR - Employee...", "Employee Express - ...", "Documents - Micros...", and "Employee Express...", and the system clock showing "9:45 AM".

You are given general federal tax information, and can make changes to your marital status, number of exemptions, and/or additional deduction amount. After you have made your changes, click on “Save” or “Cancel”.

To file Exempt, click on the “File Exempt” button. This means no federal taxes will be deducted from your pay.

To view and make changes your Financial Allotment, click on “Financial Allotment” from the Main Menu, you will see the following:

Employee Express - Financial Allotment - Microsoft Internet Explorer

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### Financial Allotment List

- Financial Allotments are voluntary deductions to Financial Institutions with direct deposit. This does not include such items as charity, savings bonds, thrift savings, garnishments, union or other organizational dues. For these changes, see your servicing personnel or payroll office.
- You may START a new allotment, CHANGE an existing allotment amount, or STOP an existing allotment.
- To START or CHANGE, you need your Financial Institution's Routing Number, Account Number, and Account Type (Checking or Savings).
- If you change your Financial Institution's Routing Number you may also need to change your Account Number and Account Type. You can obtain this information from your Financial Institution.

This information is current as of Pay Period ending **April 19, 2003**.

This action will be effective **August 09, 2003**; however, due to agency processing, it may be effective the next pay period.

You may have up to 3 Financial Allotments. You currently have 2 Financial Allotment(s).

Select **Start** to begin a new allotment.

Financial Allotment -			
Bank Routing Code:	R01130235	Account Number:	0000000000000000
Account Type:	Savings	Amount:	\$800
		Change	Stop

Financial Allotment -			
Bank Routing Code:	R01130235	Account Number:	0000000000000000
Account Type:	Checking	Amount:	\$300
		Change	Stop

Done Internet

Start Outlook - Microsoft Outlook NH/OHR - Employee Express - Documents - Microsoft Word Employee Express - 9:45 AM

You can start a new allotment, change an existing allotment amount, or stop an existing allotment. You can have no more than three financial allotments.

To make changes, click on the appropriate button(s) (i.e., Start, Stop, or Change)

To view and make changes to your home address, click on the “Home Address” from the Main Menu. Enter the changes and click on “Save or Cancel”.

Employee Express - Home Address - Microsoft Internet Explorer

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### Home Address Change

- You may change any part of your address.
- Changing your home address will not change your address for savings bonds.
- Changing your zip code will update the city, state and country.

This information is current as of Pay Period ending **April 19, 2003**.

This action will be effective **August 09, 2003**; however, due to agency processing, it may be effective the next pay period.

Home Address Items	Current	New
Street 1:	1234 CONNECTICUT BLVD	1234 CONNECTICUT BLVD
City:	SILVER SPRING	
State:	MD	
ZIP:	20901-1414	20901-1414 (XXXXX)
County:		

[SAVE](#) [CANCEL](#)

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Employee Express - Changes? NO BIG DEAL!

Done Internet

Start | Inboxes - Microsoft Outlook | NDH/OHR - Employee... | Employee Express - ... | Document1 - Micro... | Employee Express... | 9:46 AM

To view and make changes your State Taxes, click on “State Tax” from the Main Menu, you will see the following:

**State Tax For MARYLAND Change**

- You may change withholdings for your current state only; you may NOT use Employee Express to: Change your State, File the initial state withholding form, File exempt from state withholding, or Claim more than 10 exemptions
- If you change Departments or Agencies, you must file an initial state tax withholding form with your new Agency. If you have moved to another state, or need any of the above changes, please see your servicing personnel or payroll office.

This information is current as of Pay Period ending **April 19, 2003**.  
This action will be effective **August 9, 2003**; however, due to agency processing, it may be effective the next pay period.

State Tax	Current	New
Exemptions:	1	1 (Max: 10)
Additional Deduction Amount:	\$ 0	0 (Max: \$999)

County:

<input type="checkbox"/> Allegany	<input type="checkbox"/> Harford
<input type="checkbox"/> Anne Arundel	<input type="checkbox"/> Howard
<input type="checkbox"/> Baltimore	<input type="checkbox"/> Kent
<input type="checkbox"/> Baltimore City	<input type="checkbox"/> Montgomery
<input type="checkbox"/> Calvert	<input type="checkbox"/> Prince Georges
<input type="checkbox"/> Caroline	<input type="checkbox"/> Queen Annes
<input type="checkbox"/> Carroll	<input type="checkbox"/> Saint Marys
<input type="checkbox"/> Cecil	<input type="checkbox"/> Somerset
<input type="checkbox"/> Charles	<input type="checkbox"/> Talbot
<input type="checkbox"/> Dorchester	<input type="checkbox"/> Washington
<input type="checkbox"/> Frederick	<input type="checkbox"/> Wicomico
<input type="checkbox"/> Garrett	<input type="checkbox"/> Worcester

SAVE CANCEL

You can make changes for your current state only. To make changes, enter the new number of exemptions, and/or any additional amount to be deducted. Then click on the appropriate county. After you have made the changes, click on “Save or Cancel”.

**NOTE:** See page 2 for state tax changes that are not permissible.

**To view or make changes to your Thrift Savings Plan, click on Thrift Savings Plan,  
Click on the appropriate button for the change(s) you wish to make**

The screenshot shows a web browser window titled "Employee Express - TSP Module - Microsoft Internet Explorer". The main heading is "Thrift Savings Plan Change". Below the heading, there is a block of text providing information about TSP elections, including rules for contributions, investment options, and the annual limit. At the bottom of the text block, it states "This information is current as of Pay Period ending April 19, 2003." Below the text, there is a form with a "Percentage:" label and a value of "13 %". To the right of the percentage is a button labeled "Stop TSP Contributions". Below the form, there is a paragraph of text about visiting the TSP web site (www.tsp.gov) and a button labeled "Visit TSP Web Site". At the very bottom of the page, there is a line of text that reads "This option will transfer you out of Employee Express to the TSP web site." The browser's address bar shows "Done" and "Internet". The taskbar at the bottom of the screen shows several open applications, including "Inbox - Microsoft Out...", "NIH/OHR - Employee...", "Employee Express - ...", "Document1 - Micros...", and "Employee Express...". The system clock in the bottom right corner shows "9:48 AM".

Employee Express - TSP Module - Microsoft Internet Explorer

## Thrift Savings Plan Change

You should not use both a paper form TSP-1 and Employee Express to make TSP elections.  
The election you make through Employee Express will only affect your future contributions, not your past contributions.  
You can start or change your future contributions only during the TSP open seasons.  
You can stop your contributions at any time.  
FERS employees may contribute up to 14% of basic pay each pay period.  
The dollar amount you elect cannot exceed 14% of basic pay each pay period for FERS employees.  
FERS refers to the Federal Employees' Retirement System, the Foreign Service Pension System, and other equivalent Government retirement plans.  
You may use Employee Express to change the amount or percent of payroll deduction for contributing to TSP.  
If you are a new or rehired employee who has never had a Thrift Savings Plan (TSP) account, your contributions will be invested in the Government Securities Investment (G) Fund, until you request a contribution allocation through TSP.  
If you are a rehired employee who has previously had a Thrift Savings Plan account, your contributions will be invested according to your last contribution allocation on file with the TSP until you request a different contribution allocation through TSP.  
There is an annual limit on TSP contributions established by the IRS, which is currently \$13,000. If you reach the IRS limit on TSP contributions before the end of the year, your contributions will stop and you will lose any further agency matching contributions.  
You can select either a percentage OR enter a whole dollar amount of your basic pay that you wish to contribute per pay period by selecting the appropriate block on the screen. Your payroll dollar amount cannot exceed 14% of your total salary.  
  
TSP regulations allow you to make only one election each Open Season. Once your TSP election is effective, you can not change it except to stop your TSP contributions.

This information is current as of Pay Period ending April 19, 2003.

Percentage: 13 %

Stop TSP Contributions

Visit TSP web site - The Federal Retirement Thrift Board's TSP web site ([www.tsp.gov](http://www.tsp.gov)) lets you change the allocation of future TSP contributions or transfer existing account balances among the G, F, C, S, or I funds. You may also call the ThriftLine at 504-255-8777, or submit form TSP-50 available from your servicing personnel or payroll office.

Visit TSP Web Site

This option will transfer you out of Employee Express to the TSP web site.

Done Internet

Start | Inbox - Microsoft Ou... | NIH/OHR - Employee... | Employee Express - ... | Document1 - Micros... | Employee Express...

9:48 AM

**You may select Pay Period Deduction to change the dollar amount or percentage that is to be deducted from your pay each pay period. You can also visit the TSP website, or select the TSP worksheet calculator to link to the TSP site.**

**To start, change, or stop TSP Catch-Up Contributions, click on “Thrift Savings Plan Catch-Up Contributions” from the Main Menu.**

**To be eligible for TSP Catch-Up Contributions, you must be age 50 or older and be contributing the maximum towards your regular TSP contributions**

Employee Express - TSP Catch-Up Module - Microsoft Internet Explorer

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### Thrift Savings Plan Catch-Up Change

You should not use both a paper form TSP-1C and Employee Express to make TSP Catch-Up elections.

You can start, change, or stop TSP Catch-Up contributions year round.

Your catch-up contributions will be invested according to your most recent contribution allocation on file with the TSP.

This election will not affect your regular TSP contributions.

This election will continue until the end of the calendar year unless:

- (1) You reach the annual limit for catch-up contributions or
- (2) You stop your TSP catch-up contributions or
- (3) You stop your regular TSP contribution

You do not receive matching contributions from your agency for any catch-up contributions.

There is an annual limit on TSP Catch-up contributions established by the IRS, which is currently \$2,000. If you reach the IRS limit on TSP Catch-Up contributions before the end of the year, your contributions will stop.

To be eligible, you must be 50 years old by the end of current calendar year or older and currently contributing the maximum for your regular TSP contributions.

This information is current as of Pay Period ending **April 19, 2003**.

Thrift Savings Items	Current	New
Dollar Amount:	\$ 0	<input type="text"/> (Annual Maximum: \$2,000)

[SAVE](#) [CANCEL](#)

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Done Internet

Start | InProc - Microsoft O... | NPSICIS - Emplo... | Employee Express... | Document1 - Micro... | Employee Express... | 9:58 AM

**To start or change your contributions, enter the amount you wish to have deducted per pay period, then click “Save” or “Cancel”.**

To make changes to your EE PIN, click on “PIN Changes”, you will see the following:

Make the appropriate changes, click on “Yes” or “No”. Clicking “No” will take you back to the Main Menu. Clicking “Yes” will take you to the following:



The screenshot shows a web browser window titled "Employee Express - Template - Microsoft Internet Explorer". The page has a purple header with the "EMPLOYEE PRESS" logo on the left and the text "CHANGES? NO BIG DEAL!" on the right. Below the header is a navigation bar with links: "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". The main heading is "PIN Change". The instructions state: "Please enter your new PIN. Remember, it must be at least 4 numbers and no more than 8 numbers. You can only enter numbers, anything else will be rejected." There are two text input fields: "Enter your NEW PIN :" and "Re-enter your NEW PIN :". Below the fields are two buttons: "SAVE NEW PIN" and "CANCEL". At the bottom of the page, there is a footer with links: "Accessibility", "Contact Us", and "About Employee Express". The browser's taskbar at the bottom shows several open applications, including "Start", "Internet", "Inbox - Plac...", "EE Screen...", "Employee E...", "Using Emplo...", "NEH/GR...", "Employee E...", and "Employee E...". The system clock shows "11:33 AM".

You will be asked to enter a new PIN number. Your new PIN must be at least 4 numbers, but no more than 8 numbers. You will then have to reenter the PIN number in the second text box. Click “Save New Pin”. Your PIN change will be accepted. You will need to use this new PIN the next time you login.

To estimate your retirement, click on the “Retirement Estimator”, you will see the following screen. If you want to use the retirement estimator, click “Yes”. By clicking “Yes”, you will leave the Employee Express site and will link to a generic retirement estimator. Clicking “No” will bring you back to the Main Menu.



**After you have made your changes in Employee Express, you will be taken to the following screen. The Pay Period Notification is a confirmation that your transaction has been saved in EE. It will also provide an effective date for your transaction. Please note, however, that due to agency processing deadlines, the transaction may be made effective on a later date. You are encouraged to review your earnings and leave statement (payslip) to verify that your change has occurred.**

**NOTE: It is recommended that changes not be made in Employee Express on the last day of the pay period. This is when payroll data is collected and processed.**

**If you want to receive a confirmation of your transaction, you must provide your email address in the space provided on this screen. Click the “submit and Return to Main” button to complete your transaction. You will receive an email confirmation of your transaction.**

**If you do not want a confirmation of your transaction, click the “Return to Main” button. You will be returned to the EE Main menu.**

**NOTE: It is recommended that you choose the email confirmation option. By choosing this option, it makes it easier to track and follow-up on problem transactions.**

**To exit Employee Express, click on the “Exit” button.**

